

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2614

Page 1 of 2

Agency Maryland Department of Environment	Division/Unit Operational Services Administration Operational Services and Management
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Item No.	Description	Retention
1.	<u>Miscellaneous Accounting Records</u> A. Budget Records B. Budget Amendments C. Budget Worksheets D. Paid bills and invoices E. Divisional Accounting Financial Report (DAFRT) 120 Expenditure detail report (Monthly) F. DAFRT 220 Agency Budget Report (Monthly) G. DAFRT 6320 Allocation of Encumbrance Report (Monthly) H. Expenditure Reconciliation's I. Grant Detail Report J. Grants Salary Allocation Report K. Special Payments Payroll L. Regular Payments Payroll M. Salary Detail Allocation (Permanent) N. Salary Detail Allocation (Contractual) O. Copies of Requisitions and Purchase Orders P. Requisitions for Supplies Q. Warehouse Requisitions R. Copies of Visa log and Visa statement	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 07/26/12 (Revised)

Signature

Typed Name Peggie Barnes

Title Director, Operational Services and Management, Operational Svs. Admin.

Schedule Authorized by State Archivist

Date

8/24/2012

Signature

Edward C. Thompson

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No.2614

Page 2 of 2

Agency
Maryland Department of Environment

Division/Unit
Operational Services Administration
Operational Services and Management

**Item
No.**

Description

Retention

2.

Personnel Folders

- A. Contractual Employees Contracts
- B. Personnel Actions (310's)
- C. Re-class actions
- D. Recruitment packages
- E. Re-class logs
- F. Vacancy reports
- G. Acting Capacity
- H. Summer Student Recruitment Packages

Retain for three (3) years
and until all audit
requirements have been
fulfilled, then destroy.

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. Department/Agency Maryland Department of Environment		2. Division Operational Services Administration		3. Unit Operational Services Management	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Budget and Miscellaneous Accounting Records			5. Earliest Year/Latest Year _____ 2009 _____ to _____ 2012 _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Various- Budget, Personnel, Correspondence, etc. (see record retention schedule) Purpose needed for legislative audits and reference.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) 3yrs		
13. Current Location(s) (Bldg., Floor, Room) MDE, Operational Services Administration, 5th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.		
19. Name and Title of Preparer Peggie Barnes, Director of Operational Services Management		20. Telephone Number 410-537-3776		21. Date 4/24/12	